

S-E-C-R-E-T

Approved For Release 2001/07/31 : CIA-RDP80-00773A000100050028-7

14 DEC 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 13 December 1978 (U)

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1. Recruitment for the Office of Communications:

Deputy Chief, Recruitment Division:

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recruiter; and [REDACTED], a representative from the Office of Communications, report that they had a successful recruiting trip to Keesler Air Force Base, Biloxi, Mississippi on 6 December. They briefed 65 telecommunications specialists and electronic technicians concerning career opportunities with the Agency. They later interviewed 45 of them and passed forms to 15. (U)

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2. Hire-the-Handicapped Program:

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[REDACTED], a Washington, D.C. recruiter, reports that she had a successful trip to Gallaudet College on 27 November. She interviewed seven deaf candidates, three of whom were very impressive and the remainder on target for the qualifications sought. She was cordially received and reports that CIA was the first government agency to recruit at the college. One student inquired if the Agency had a TTY line by which she could communicate directly with [REDACTED] concerning application procedures. Recruitment Division is exploring the possible use of the TTY machine in the Office of Security Duty Office for this purpose. (U)

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3. Briefing NAPA Team:

[REDACTED] Deputy Director of Personnel for Plans and Control, and [REDACTED] Chief, Review Staff, briefed Ambassador Laise on 6 and 7 December for a total of five hours on the Agency's panel system, promotion policies and procedures, APP and the PDP. (U)

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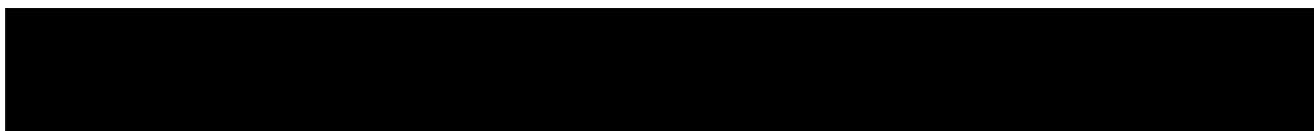
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detached from attachment.

4. Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 353 persons to go by 12 January, 68 are going under the "liberal" options. (u/AIUO)

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	69 (21)	100 (8)	169 (29)
Signed to go	77 (29)	107 (10)	184 (39)
Totals	146 (50)	207 (18)	353 (68)

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6. Contract with Storage Company: The Office of Logistics signed a contract with [REDACTED] on 8 December 1978 for a four-month period (October 78 - January 79) pending determination of all aspects of the foreign ownership and management of [REDACTED]. Hopefully, the contracts with the two remaining companies, [REDACTED] Company, will be signed this week. (U)

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7. Health Insurance - Open Season: The annual open season for health benefit plan enrollment changes ended on 8 December. The net of these changes on the total enrollment of plans was as follows: (U)

Association Benefit Plan	-55
Blue Cross/Blue Shield	+91
Aetna	+11

8. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 69. (U)

9. Rehired Annuitants: See attached report. (U)

COMING EVENT:

NAPA Team Queries: Prepare responses to NAPA Team queries on our relationship to the Civil Service Commission's regulations and policies.

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EA-D/Pers/ [REDACTED] :rj (14 Dec 78)

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S E C R E T

12 December 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (6-12 December 1978) (U)

1. The following rehired civilian annuitant case was approved
by the Deputy Director for Administration as a new hire:

NFAC

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- Independent Contractor, ORPA,
effective 6 December 1978. (U)

ext

rehired civilian annuitant case was approved for
Director for Administration:

DDC

- Independent Contractor, OED,
one-year extension. (S)

rehired civilian annuitant case was terminated:

DD

- Independent Contractor, OS,
terminated 17 November 1978. (U)

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